



Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

MEMORANDUM

To: The ARC Central Chesapeake Region
Medsource Community Services, Inc.

From: Patricia Sastoque, Director of Programs
Developmental Disabilities Administration

Subject: Pay Time Off during COVID-19 pandemic

Date: April 3, 2020

During the current public health emergency, the Developmental Disabilities Administration (DDA) is authorizing the ARC of Central Chesapeake Region and Medsource Financial Management Services to process and pay all self-directed staff Paid Time Off (PTO) if the person's plan does not currently include PTO or have enough PTO in the budget. This applies to the following services Employment Services, Supported Employment, Community Development Services, Career Exploration, and Personal Supports provided as of March 13, 2020. The PTO cannot exceed the staff person's typical normal working hours. This is a temporary authorization and should not be construed to be a permanent authorization.

This authorization will be honored by the DDA regardless of the final decision from the Center for Medicare and Medicaid Services (CMS) regarding the Appendix K approval.

If you have any questions or need additional information, please email me at patricia.sastoque@maryland.gov.

cc: Bernard Simons, Deputy Secretary
Valerie Roddy, Director of Fiscal and Operations
NaToya Mitchell, Statewide Coordinator of Self-directed Services
Regional Directors